



STATE OF VERMONT
LEGISLATIVE JOINT FISCAL OFFICE

SENATE APPROPRIATIONS COMMITTEE ASSISTANT
SESSION-ONLY

The Joint Fiscal Office is recruiting to fill the session-only Senate Appropriations Committee Assistant position for the 2024 legislative session.

The Senate Appropriations Committee Assistant works closely with the Chair and provides nonpartisan operational and administrative support to the Senate Appropriations Committee. This Committee has jurisdiction over bills that spend money and is responsible for preparing the Senate version of the budget bill which funds all of state government. This position supports the committee by posting agendas, maintaining the Committee Information Page, scheduling hearings and witnesses, facilitating remote meetings, and supporting communication to the staff, lobbyists, other state representatives, and the general public, among other duties.

The Joint Fiscal Office is a nonpartisan office that provide nonpartisan, factually based financial and policy analyses, research, forecasts, and recommendations to the Vermont General Assembly.

Applicants must be proficient in the Microsoft Suite and remote work software, such as Zoom; detail-oriented, with excellent organizational, interpersonal, and customer service skills; be able to remain nonpartisan in a political environment; and be willing to interface with all legislators, staff, and members of the public. In addition, the applicant should be able to maintain a flexible schedule including occasionally working extended hours. No legislative experience is necessary, and training will be provided.

Requirements include an associated degree or equivalent work experience and at least one year in a professional work environment.

The starting wage is \$23.05 per hour. This is a full-time, seasonal position without health benefits, located in Montpelier, VT. Paid training may take place December 18-22, 2023. This role will start full-time on January 2, 2024, with an anticipated end date of mid-May 2024.

To apply, please submit in Word or PDF format a resume and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Applications must be submitted by November 1, 2023. Please put your name and "Appropriations Committee Assistant" in the subject field of the e-mail.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.